

**FIRE CHIEF
STUDY GUIDE**

A written examination for the class of **FIRE CHIEF** to be administered in **RUSTON** on **DECEMBER 09, 2004**, will consist of approximately 148 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE ADMINISTRATION Knowledge of the principles of effective fire administration, including management theory and organizational behavior, planning and research, productivity evaluation, risk management, and establishing a system for internal controls.	20.9%
PERSONNEL MANAGEMENT/EMPLOYEE RELATIONS Knowledge of accepted practices in personnel management and of the procedures for developing and maintaining an effective employee relations program, including recruitment and selection, performance evaluation, grievance resolution, and applicable provisions of civil service law.	14.2%
FINANCIAL MANAGEMENT Knowledge of the financial management and planning process of a public agency, including bookkeeping procedures, budget preparation, and overseeing the expenditure of budgeted funds.	5.4%
INFORMATION MANAGEMENT Knowledge of effective information management practices, including establishing policy for and overseeing a system for the preparation, control, and retention of records.	5.4%
WRITTEN COMMUNICATIONS Knowledge of the information gathering process and compilation of data into an effective written format for correspondence, reports, or other formal department communications.	5.4%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.	8.8%
PUBLIC FIRE PREVENTION EDUCATION/PUBLIC SPEAKING Knowledge of the procedures involved in developing and conducting a fire prevention/public education program to address specific community needs; and knowledge of accepted practices in public speaking, including elements of effective communication, preparation of material, and speech presentation.	5.4%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, to resolve conflicts, and to maintain discipline.	20.3%
FIREGROUND COMMAND/EMERGENCY MANAGEMENT Knowledge of the procedures necessary to manage operations at the scene of a fire or other emergency, in order to develop and implement an emergency management system; to direct and control emergency operations, including the handling of hazardous materials; to monitor the activities of command staff; to provide a system of emergency medical care; and to establish and implement fireground communications.	14.2%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 3rd ed., 1995.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed. 2002.

NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 3rd ed., 1999.

FIRE COMMAND, Brunacini, Alan V., NFPA, 1985.

EFFECTIVE PUBLIC RELATIONS, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., A Simon & Schuster Company, Upper Saddle River, NJ 07458, 7th ed., 1994.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):
Fire Department Company Officer, 3rd ed., 1999.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 18th ed., 1997.

BUSINESS COMMUNICATIONS, Dumont, Raymond, and Lannon, John, Southeastern Massachusetts University, Little, Brown and Company, Boston, 2nd ed., 1987.

MUNICIPAL FIRE AND POLICE CIVIL SERVICE LAW, Louisiana Revised Statute Title 33:2531, et seq.

SECONDARY REFERENCE MATERIAL

OTHER RECOMMENDED PUBLICATIONS

MANAGEMENT POLICIES IN LOCAL GOVERNMENT FINANCE, International City/County Management Association (ICMA), 777 N. Capitol Street NE, Suite 500, Washington, D.C., 20002-4201, 4th ed., 1996.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material(mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.